



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**
817 STEWART AVENUE (REAR) GARDEN CITY NY 11530-4856
(516) 222-9140 FAX (516) 222-9146
E-MAIL: NYHQ@JUNO.COM



**NEW YORK WING POLICY LETTER 00-01
ATTACH TO CAPR 39-3**

30 AUGUST 2000

WEAR OF UNIT CITATION AWARD

The following is the final position of New York Wing (in concurrence with CAPR 39-3) in regard to the wearing of this award on the Air Force-style uniform:

- If an organizational unit is awarded the citation the certificate and streamer stay at that organizational level. However, ALL units below that organization are allowed to wear the Unit Citation Ribbon. Some examples:
 - Unit Citation Awarded to Northeast Region - All Wings, Groups, Squadrons and Flights within the territorial boundary of Northeast Region can also wear the award.
 - Unit Citation Awarded to New York City Group - All members of the Group and subordinate Squadrons and Flights may wear the award.
 - Unit Citation Awarded to Northeast Region HEADQUARTERS – Only members of the Northeast Region Headquarters staff may wear the citation.
 - Unit Citation Awarded to a Group Drill Team - Only members of the team may wear the award, not all members of the Group itself.
- If a unit was awarded the Unit Citation Award, all members of that unit are authorized to wear the Unit Citation Ribbon WHILE THEY ARE A PART OF THAT UNIT. The regulation does not say that the members had to have been members at the time it was awarded. The award cannot continue to be worn by the member if they transfer to another unit. Essentially, like the active-duty military, all members of the unit are authorized to wear the Unit Citation Award while they are members of that unit. Members that were part of a unit during the time period the citation was awarded and subsequently transfer to another unit are they still authorized to wear the Unit Citation Award after they leave the unit. The regulation states: *"The members of each unit which receives the Unit Citation Award are authorized to wear the Unit Citation Ribbon. The Unit Citation Ribbon may be worn permanently by all individuals who were members of the unit during any portion of the period of time shown in the National Headquarters Personnel Action announcing the award."* (CAPR 39-3, 02 Jul 1998, as amended, §12.c.(1) & §12.c.(2).)

The Unit Citation is an important award as it recognizes efforts and achievements made by the whole unit (esprit de corps) in achieving the goals and missions of CAP clearly over and above other units. The decoration stays with the unit as long as it is chartered and denotes the dedication and effort of the unit's membership over the life cycle of the entire unit, and by that very nature, perpetuates this esprit de corps.

For example, Academy Composite Squadron, charter # NY-147, could change its name to the Lexington Avenue Senior Squadron, charter # NY-147, but the same Organizational Charter stays in effect. A member who joins this unit which has 3 Unit Citations over its existence thus far can wear them proudly - AS LONG AS THEY ARE A MEMBER OF THAT SQUADRON.

If the member in question were to leave that Squadron, and transferred to another one that had no Unit Citations in its history -- nor did that Squadron's Group, Wing or Region, for that matter, they would be required to take the entire device off. If, however, during that member's time in the Lexington Avenue Senior Squadron, the unit received a 4th citation, the member would be entitled to wear the UNIT CITATION RIBBON ONLY when transferring to a new unit, under this example.

For example, Southeastern Group (SEG), for example (formerly Westchester County Group, under the same original organizational charter number), has a significant number of Unit Citations and all personnel are permitted to wear them AS LONG AS THEY ARE A MEMBERS OF THE GROUP, especially the younger members - Cadet and Senior alike - because they are instructed as to the Group's lineage and significance of why they wear the Unit Citation - with pride!!! There are a few members who were there when the citations were awarded, and they can wear them permanently, no matter where they go — another Group, Wing or even Region. Others would have to remove the appropriate device and/or attachments upon leaving.

To Summarize:

- 1.) Any organizational unit(s) above the one that the member is currently assigned to (per MML) that was awarded the Unit Citation, that member may wear that many citations as well, unless the citation was specifically awarded to the HEADQUARTERS of the higher unit (as opposed to geographically - The entire NY Wing, entire Northeast Region, etc.) and the member is not assigned at the Headquarters itself. For the mathematically inclined, here is the formula: HIGHER LEVEL UNIT CITATIONS + HEADQUARTERS CITATIONS [IF ASSIGNED] = UNIT CITATION RIBBON + CLASPS (IF APPLICABLE) AUTHORIZED.
- 2.) As long you are a member of a given unit, that unit's citations, plus the lineage of citations from higher organizational units, may be worn as well, subject to item #1. The formula: CURRENT UNIT OF ASSIGNMENT CITATIONS + HIGHER LEVEL UNIT CITATIONS = UNIT CITATION RIBBON + CLASPS (IF APPLICABLE) AUTHORIZED.
- 3.) If you are a member (of record) of a given organizational unit during such time the unit is cited, you may wear that citation NO MATTER WHERE YOU TRANSFER TO IN CAP. Formula: EARNED CITATIONS OF RECORD BY MEMBER + CURRENT UNIT OF ASSIGNMENT CITATIONS + HIGHER LEVEL UNIT CITATIONS = UNIT CITATION RIBBON + CLASPS (IF APPLICABLE) AUTHORIZED.
- 4.) If you are a member of a given organizational unit and you transfer, you must recompute the number of citations worn again from the higher organizational units down to the new unit that you transferred to, unless the citations were earned as outlined in item #3. Formula: NEW UNIT TRANSFERRED TO CITATIONS + EARNED CITATIONS OF RECORD BY MEMBER + HIGHER LEVEL UNIT CITATIONS = UNIT CITATION RIBBON + CLASPS (IF APPLICABLE) AUTHORIZED.

Since New York Wing has two Unit Citations and Northeast Region has two Unit Citations, every member of the Wing is entitled to wear the basic ribbon with three bronze triangular clasps, at a minimum. If you are currently a member of a unit that was awarded a Unit Citation(s), you may wear the appropriate number of additional bronze or silver clasps, as long as you are a part of that unit. If you were a member of a unit while it was awarded a Unit Citation, you may wear that ribbon and/or clasp forever, regardless of what unit you are currently a part of.

Unit Commanders are not authorized to alter or modify this policy, nor may they forbid any Cadet or Senior Member from wearing any ribbon or device they are entitled to as per the appropriate regulations. Despite the slightly differing interpretation received from Ms. Susie Parker at National HQ, this is the official Wing policy from this date forward.

DORIS HURLEY, Maj, CAP
Director Of Administration

RICHARD A. GREENHUT, Col, CAP
Commander



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron

C:\MP\DOCUMENTS\CAP\DOCUMENTS\CAP_NY_WG_CORRESPONDENCE\NY_WG_POLICY_LETTER_00-01.DOC